

IC 6-1.1-35.5

Chapter 35.5. Assessor-Appraiser Examination and Certification

IC 6-1.1-35.5-1

Conduct of program

Sec. 1. The department of local government finance shall conduct an assessor-appraiser examination and certification program. The department shall design and implement the program in a manner that maximizes the number of certified assessor-appraisers involved in the assessment process.

As added by Acts 1980, P.L.8, SEC.56. Amended by P.L.90-2002, SEC.253; P.L.1-2004, SEC.43 and P.L.23-2004, SEC.46.

IC 6-1.1-35.5-2 Repealed

(Repealed by P.L.6-1997, SEC.239.)

IC 6-1.1-35.5-3

Design of level one and level two examinations; eligibility to take examination; subject matter of examination

Sec. 3. The department of local government finance shall design two (2) assessor-appraiser examinations, to be called "level one" and "level two". All citizens of Indiana are eligible to apply for and to be examined under "level one" and "level two" examinations, subject only to the resources and limitations of the department of local government finance in conducting the examinations. Both examinations should cover the subjects of real estate appraising, accounting, and property tax law. Successful performance on the level one examination requires the minimum knowledge needed for effective performance as a county or township assessor under this article. Success on the level two examination requires substantial knowledge of the subjects covered in the examination.

As added by Acts 1980, P.L.8, SEC.56. Amended by P.L.6-1997, SEC.119; P.L.90-2002, SEC.254.

IC 6-1.1-35.5-4

Time and location of examinations; open book format

Sec. 4. (a) The level one examination shall be given in July, and the level two examination shall be given in August. Both level examinations also shall be offered annually immediately following the conference of the department of local government finance and at any other times that coordinate with training sessions conducted under IC 6-1.1-35.2-2. The department of local government finance may also give either or both examinations at other times throughout the year.

(b) Examinations shall be held each year, at the times prescribed in subsection (a), in Indianapolis and at not less than four (4) other convenient locations chosen by the department of local government finance.

(c) The department of local government finance may not limit the number of individuals who take the examination and shall provide an

opportunity for all enrollees at each session to take the examination at that session.

(d) The department of local government finance shall:

- (1) give both the level one examination and the level two examination in an open book format; and
- (2) design both examinations to approximate the work an assessing official is required to perform, including the use of appropriate computer applications.

As added by Acts 1980, P.L.8, SEC.56. Amended by P.L.198-2001, SEC.86; P.L.1-2002, SEC.29 and P.L.90-2002, SEC.255; P.L.1-2004, SEC.44 and P.L.23-2004, SEC.47.

IC 6-1.1-35.5-5

Eligibility to take examination

Sec. 5. A county or township assessor, a member or hearing officer of the county property tax assessment board of appeals, or a member of the public may apply for and take the level one examination. A person who is successful on the level one examination may apply for and take the level two examination.

As added by Acts 1980, P.L.8, SEC.56. Amended by P.L.6-1997, SEC.120.

IC 6-1.1-35.5-6

Certification of successful examinees; revocation

Sec. 6. (a) The department of local government finance shall certify all persons who successfully perform on an examination under this chapter and shall furnish each successful examinee with a certificate that prominently displays the name of the successful examinee and the fact that the person is a level one or level two certified Indiana assessor-appraiser.

(b) The department of local government finance shall revoke the certification of an individual if the department reasonably determines that the individual committed fraud or misrepresentation with respect to the preparation, administration, or taking of the examination. The department of local government finance shall give notice and hold a hearing to consider all of the evidence about the fraud or misrepresentation before deciding whether to revoke the individual's certification.

As added by Acts 1980, P.L.8, SEC.56. Amended by P.L.198-2001, SEC.87.

IC 6-1.1-35.5-7

Fee for examination or certification; assessing official training account

Sec. 7. (a) The department of local government finance shall establish a fair and reasonable fee for examination and certification under this chapter. However, the fee does not apply to an elected assessing official, a county assessor, a member of, and hearing officers for, a county property tax assessment board of appeals, or an employee of an elected assessing official, county assessor, or county

property tax assessment board of appeals who is taking the level one examination or the level two examination for the first time.

(b) The assessing official training account is established as an account within the state general fund. All fees collected by the department of local government finance shall be deposited in the account. The account shall be administered by the department of local government finance and does not revert to the state general fund at the end of a fiscal year. The department of local government finance may use money in the account for testing and training of assessing officials, county assessors, members of a county property tax assessment board of appeals, and employees of assessing officials, county assessors, or the county property tax assessment board of appeals.

As added by Acts 1980, P.L.8, SEC.56. Amended by P.L.41-1993, SEC.28; P.L.6-1997, SEC.121; P.L.90-2002, SEC.256.

IC 6-1.1-35.5-8

Rules

Sec. 8. The department of local government finance may adopt rules under IC 4-22-2 to implement this chapter. The department of local government finance shall adopt rules to set:

- (1) minimum requirements for initial certification after December 31, 1998, under this chapter;
- (2) continuing education requirements for the renewal of a certification after December 31, 1998, under this chapter; and
- (3) procedures for renewing a certification issued under this chapter, including a certification issued before January 1, 1999, for a person who meets the certification requirements set under subdivision (2).

The rules must also establish procedures for disciplinary action against a certificate holder that fails to comply with the statutes or rules applicable to the certificate holder. The rules adopted under subdivisions (2) and (3) may not require testing to renew or maintain a certification under this chapter.

As added by Acts 1980, P.L.8, SEC.56. Amended by P.L.6-1997, SEC.122; P.L.198-2001, SEC.88; P.L.90-2002, SEC.257.

IC 6-1.1-35.5-8.5

Adoption of rules

Sec. 8.5. The department of local government finance may adopt rules under IC 4-22-2 to implement this chapter. The department of local government finance shall adopt rules to set:

- (1) minimum requirements for initial certification after December 31, 2001, under this chapter;
- (2) continuing education requirements for the renewal of a certification after December 31, 2001, under this chapter; and
- (3) procedures for renewing a certification issued under this chapter, including a certification issued before January 1, 1999, for a person who meets the certification requirements set under subdivision (2).

The rules must also establish procedures for disciplinary action against a certificate holder that fails to comply with the statutes or rules applicable to the certificate holder. The rules adopted under subdivisions (2) and (3) may not require testing to renew or maintain a certification under this chapter.

As added by P.L.198-2001, SEC.89.

IC 6-1.1-35.5-9

Elected assessing officials exempted

Sec. 9. This chapter does not apply to elected assessing officials. The department of local government finance may not adopt rules requiring elected assessing officials to take an examination or obtain certification under this chapter.

As added by P.L.62-1983, SEC.5. Amended by P.L.6-1997, SEC.123; P.L.90-2002, SEC.258.